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IN REPLY REFER TO:
NCS-OCD

3 SEP 1968

MEMORANDUM FOR RECORD

SUBJECT: Meeting on Data Elements and Related Features

1. Representatives of the Major Operating Agencies of the NCS met on 23 August 1968 at the request of Mr. Parker, NCS-OC, in order to determine if the mode of operation of the Task 2-4 Working Group is satisfactory. In his introductory remarks to those present at the meeting, Mr. Parker referred to the interest that the representatives indicated to the Deputy Manager, NCS on 14 August 1968 during presentation of the status of NCS tasks. Mr. Parker then turned the meeting over to the Chairman of the Task Working Group, Mr. Berlinguet.
2. Mr. Berlinguet expressed a hope that all agencies would participate in standardizing data elements in order to protect their interests. He also referred to a former call to the agencies for source data which produced a less than desirable level of response. He then cited BOB document A-86 and explained the need for a letter to the NCS Executive Agent which, if successful, would result in direction to the Manager, NCS to develop data elements and related features under the guidance contained in the BOB document. An ensuing discussion among the representatives resulted in some of them indicating that no authority other than A-86 appeared to be required. They asked to coordinate on the memorandum before it goes to the Executive Agent.
3. Next, Mr. McPherson, AEC, briefed those present. He explained that the working group suffers from a lack of adequate source data and proposed a method of obtaining and aligning data in several fields of communications. The agency representatives felt that the fields selected should be limited to some practical number which was stated to be no more than eighteen elements at any one time. Time ran

NCS-OCD, SUBJECT: Meeting on Data Elements and Related Features

out before the items on the agenda were completed and the Task Working Group procedures for obtaining agency coordination of proposed Data Elements, which was an agenda item, was not discussed. As a result, the procedures contained as enclosure 13 with NCS-OCD Memorandum for Distribution, dated 24 July 1967, are the only procedures which have been disseminated by the Manager, NCS and remain the procedures to be used.

4. To summarize, the agency representatives want to coordinate on the memorandum to the Executive Agent which is described above. They concurred in the modus operandi described by Mr. McPherson provided source data be accurately identified and limited to no more than eighteen fields of communications at one time. Finally the procedures for coordinating proposed Data Elements was not discussed and remain as shown in the NCS-OCD document referenced in paragraph 3 above.

2 Enclosures
1. Agenda
2. Attendance Sheet

John P. Savage
J. P. SAVAGE
Lt Col, USAF
Chief, Control
Doctrine & Procedures